

**Town of Webster
Office of Select Board
945 Battle Street
Webster, NH 03303
Final Minutes – July 20, 2015
Approved August 3, 2015**

Present: Bruce Johnson, Roger Becker, Michael Borek, Wendy Pinkham, Bob Dupuis, Mary Smith, Michele Derby, Karen King, Kern Jackson, Jamie Dow, Jon Pearson, Jere Buckley and Leslie Palmer

Chairman Johnson opened the meeting at 4:32 PM.

The Board signed the following for Administrative Assistant Leslie Palmer:

- Selectman Becker moved to accept the 07/06/2015 Select Board minutes as written. Selectman Borek seconded the motion. All in favor, the motion was approved.
- Selectman Borek moved to accept the 07/08/2015 Select Board minutes as written. Selectman Becker seconded the motion. All in favor, the motion was approved.
- Chairman Johnson moved to accept the 07/14/2015 Select Board minutes as written. Selectman Becker seconded the motion. All in favor, the motion was approved.
- Chairman Johnson moved to request that the Trustees of the Trust Funds issue a check in the amount of \$9,935.00 payable to the Town of Webster from the Town Hall Capital Reserve Fund, Account #78019345, to reimburse the Town for the painting of the Town Hall by KDD Painting, LLC. Selectman Becker seconded the motion. All in favor, the motion was approved.
- Administrative Assistant Leslie Palmer reported that staff will be attending several workshops in the next month in preparation for budget season.
- Assistant Palmer continues to update the Town website, updating information and fixing broken links.
- Family members have contacted the Town to negotiate a payment plan for back taxes owned by a resident who faces tax deeding. The family has been referred to the Tax Collector to begin the process.
- Letters will be generated to Pillsbury Lake abutters who qualify to bid on Town owned properties in the Pillsbury Lake district, to be reviewed by the Select Board at the next meeting.
- Discussion took place regarding the recent water leak resulting from a toilet overflowing in the Library, causing damage to the suspended ceiling in the Board Room of the Town office. Because Town Office staff was unaware of the situation in the Library, a plumber was called to determine the cause of the leak. Although no repairs were necessary, the plumber's time will be billed; the Select Board agreed that the Library should pay the invoice.

Financial Administrator Wendy Pinkham presented the following to the Board:

- The Select Board signed the payroll and accounts payable manifests, June bank reconciliation and an intent to cut.
- The annual audit was presented to the Board for their review. The Town received a positive report but the auditors recommended that the Town adopt formal policies regarding accounting procedures, anti-fraud and fund balance. Administrator Pinkham has requested samples of such policies from the audit firm and will bring samples to the Select Board for review.
- Administrator Pinkham highlighted several line items in the budget of concern to her. Following discussion with the Board, Chairman Johnson thanked her for monitoring the situation.

Police Chief Bob Dupuis presented or advised the Board of the following:

- 39 calls for service in the last two weeks.
- Chief Dupuis received a letter of thanks from the Boscawen Police Department for Lt. Mitchell's assistance in the two recent drownings in the Merrimack River.
- 14 emergency lights will be purchased for the interior of the Public Safety building.

- The Select Board approved vacation requests for Lt. Mitchell and Officer Shapiro.
- The Select Board signed a PO for the purchase of a new gas tank for a cruiser recently damaged in an accident.

Old Business:

- Several Town Hall projects were discussed. The Town Hall Painting Project is complete with the exception of two small pieces to be finished up. There will be a mandatory pre-bid meeting on July 29th for contractors interested in bidding on the Town Hall Vinyl Siding Project. Repairs to the handicap ramp will be looked into this year and a ramp for the front door of the Town Office may be included in next year's budget. The Road Agent has looked into paving estimates for the parking lot.
- Discussion continued on road maintenance associated with Pond Hill Rd. Jere Buckley provided the Board with a 2002 report of erosion along with a letter describing the current conditions of the road. Selectman Becker would like the Select Board to review the report further, to be discussed at the next meeting, before contacting Mr. Riel.
- Selectman Becker brought forward the truck routing study conducted by VHB on behalf of the Planning Board relative to Copart. Several recommendations were made which will be reviewed further. Discussion followed on the difficulty of enforcement of weight limits and speed. Several residents expressed concern over the noise level and speed of the trucks driving through town and commented that more needs to be done before someone is killed. Chief Dupuis suggested the installation of a weigh station at the safety building to enforce weight limits. The Planning board will continue to work with Copart to complete the Site plan.
- The Select Board reviewed the Returned Check Policy with Town Clerk Michele Derby and Tax Collector Karen King. Following a discussion of policy vs. procedure, Selectman Becker suggested that each should draft their own policy, to be reviewed at the next meeting.

New Business:

- Jamie Dow and Kern Jackson met with the Select Board to discuss maintenance of trees in the cul-de-sac in Newport Circle. The Dows would like to trim the trees in the area but ownership of the land is in question. The Select Board confirmed that the Town does not own the road and therefore they do not need the permission of the Board to do the work. Because the road is private, Jon Pearson recommended having the lot surveyed to determine ownership.

There was no Public Comment.

At 6:07 PM, Chairman Johnson requested to go into Non-Public Session under RSA 91-A:3 IIc, to discuss matters which "would likely affect adversely the reputation of any person..", seconded by Selectman Becker. Roll call was taken, Chairman Johnson - yes, Selectman Becker - yes, Selectman Borek - yes.

A motion was made by Chairman Johnson to come out of Non-Public Session at 6:33 PM and Selectman Becker seconded. All in favor, the motion was approved.

A motion was made by Chairman Johnson to seal the Non-Public minutes and Selectman Becker seconded. All in favor, the motion was approved.

6:33 PM, Selectman Borek made a motion to adjourn; seconded by Selectman Becker and approved.

Respectfully Submitted, Leslie M. Palmer

Bruce G. Johnson

Michael P. Borek

Roger A. Becker